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ABSTRACT

Lake Sumter Community College (Florida) undertook a project to improve its existing job placement services for vocational students. The primary objectives of the project were to develop and implement a system for all vocational students to register with the placement office, inform all vocational students and instructors about the services provided by the placement office, provide students with access to employability skills seminars, develop and implement a schoolwide recordkeeping system so as to have current information on all vocational students, and increase job development activities and employer feedback on the skills that students are acquiring in vocational programs. Through community and student outreach, over 100 students used the improved service, and many local employers used it as well. The employability skills and resume-writing seminars proved to be especially well received. Plans to improve the college's job placement services further include provision of more on-campus interviewing sessions and efforts to get employers from other counties involved. (Appendixes to this report include a career and job placement flyer, student data forms and followup letters, a job placement recruitment letter, and a cooperative education brochure.) (MN)

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Final Report

Project No. 352-15260-6-2H72

Job Placement

Lake-Sumter Community College
5900 South Highway 441
Leesburg, Florida 32788

Dr. Bruce Staff

The project reported herein was conducted pursuant to a grant from the Division of Vocational Education, Florida Department of Education. Contractors undertaking such projects are encouraged to express freely their professional judgements in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent the official position or policy of the Florida Department of Education.

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Title of Project: Job Placement and Follow Up

Organization: Lake-Sumter Community College

Project Director: Bruce Staff

Expenditures: $3,542.00

Duration of Project: March 17, 1986 through June 30, 1986

Project Number: 352-15260-6-2H72

PROBLEM

At the time that the Job Placement Grant was implemented there was no real organized effort to get Lake-Sumter Community College students or the employers in the community involved with the Job Placement Service at Lake Sumter Community College. In addition to community and campus outreach a Job Placement Clerk was needed to help develop the Job Placement Sevice and follow up methods.

The objectives for the 1985-86 grant were identified as follows: 1) To develop and implement a system for all vocational students to register with the placement office; 2) To inform all vocational students and instructors about the services which are provided in the placement office; 3) To provide students with access to employability skills seminars; 4) To develop and implement a school wide recordkeeping system for having current information on all vocational students; 5) To increase job development activities and employer feedback on skills students are acquiring in vocational programs.

RESULTS OBTAINED/HIGHLIGHTS OF THE FINDINGS

Job Placement was developed greatly by the Job Placement Clerk from March 17, 1986 to June 30, 1986. Through community and student outreach over 100 students used Job Placement. Many employers utilized the service as well. Job Placement will continue to grow and be beneficial to the students and graduates at Lake-Sumter Community College when the new school year begins. Many students took advantage of the services that the Job Placement Clerk offered, such as employability skills and resume' writing. The Job Placement Clerk hopes to get the employers even more involved in the Job Placement Service. More on-campus interviewing sessions are being planned with employers not only in the immediate community but in Orange and Marion Counties too. Job Placement at Lake-Sumter Community College now plays an important role for students and employers in the community.

I. INTRODUCTION

Job Placement is a free service to the employers in the community and the students and graduates of Lake-Sumter Community College. It has existed at Lake-Sumter Community College since 1979. Up until March of 1986 Job Placement was an underdeveloped service because of a lack of funds and personnel. On March 17, 1986 a Job Placement Clerk was hired by Lake-Sumter Community College to develop Job Placement. This service was much needed on the Lake-Sumter Community College campus.

Through Job Placement, students at Lake-Sumter Community College can have assistance securing a job while they attend school and after they graduate. Employers in the community may contact the Job Placement Clerk and have their job positions advertised at Lake-Sumter Community College. Other services that the Job Placement Clerk provides for students and graduates of Lake-Sumter Community College include resume' writing, employability skills, interviewing techniques, and job development. In addition, the Job Placement Clerk coordinates on-campus interviews with larger companies who wish to interview Lake-Sumter Community College students and graduates.

The Job Placement Clerk assisted the college and community through employer visitation, which helped make the employers aware of the Job Placement and Cooperative Education programs. In addition, the Job Placement Clerk assisted in job placement for the New Directions Network and Job Training Partnership Act programs.

A Job Placement Service and Job Placement Clerk are crucial for an educational institution to have. Although it is important to have educated students it is even more important to have educated students who can secure employment.

II. METHODS

The Job Placement Clerk developed Job Placement at Lake-Sumter Community College into a full time service offered to the students and recent graduates of Lake-Sumter Community College.

Through campus and community outreach the Job Placement Clerk helped make the students and community aware of the existence of Job Placement on the Lake-Sumter Community College campus.

As part of the community outreach involved in Job Placement the Job Placement Clerk visited several hospitals and banks, the area newspaper and various other businesses in Lake County. When presented to the personnel directors of the aforementioned businesses, Job Placement was well received. The Personnel Directors agreed to utilize the Job Placement service whenever they desired to hire new employees. In addition to presenting Job Placement, the Job Placement Clerk presented the Cooperative Education Program to area personnel directors. The Cooperative Education Program was also well received and many of the personnel directors agreed to participate.

In March Lake-Sumter Community College sponsored a Job Fair. Employers from various businesses in the community were asked to attend and set up booths in the Lake-Sumter Community College gym. The employers were available to talk with the students and answer questions. The Job Placement Clerk attended and assisted in the Job Fair. This was an excellent opportunity for the Job Placement Clerk to meet some of the employers in the community and introduce the Job Placement Service to them.

The Job Placement Clerk will be joining the Lake County Personnel Association in the near future. This will enable the Job Placement Clerk to have direct contact with area personnel directors. In addition, the Job Placement Clerk will be able to get first-hand information on upcoming events and job openings in the community.

In addition to community outreach, the Job Placement Clerk helped make the students at Lake-Sumter Community College aware of the existence of Job Placement and its services. Letters were mailed to students at Lake-Sumter Community College introducing the Job Placement Service and the Job Placement Clerk. The Job Placement Clerk was able

to have direct contact with the students who attended the Job Fair in March. This helped the students become oriented with Job Placement and the Job Placement Clerk. The Job Placement Clerk will be presenting Job Placement and its services to the faculty of Lake-Sumter Community College at the beginning of the new school year. With this exposure it is probable that the faculty will become more supportive of Job Placement. Faculty involvement can be vital to Job Placement as they can refer both students and employers to the Job Placement Clerk.

The Job Placement Clerk also assisted with the Job Training Partnership Act (JTPA) program at Lake-Sumter Community College. The Job Placement Clerk interviewed the Job Training Partnership Act students for mock interviews which were videotaped. This session was both beneficial to the Job Training Partnership Act students and the Placement Clerk as it enabled both to view the videotapes after the mock interviews and then critique themselves. At the completion of the program the Job Placement Clerk worked individually with each Job Training Partnership Act student in an effort to help him/her secure a job.

Another program the Job Placement Clerk assisted in was the New Directions Network. This is a new program at Lake-Sumter Community College for single parents and homemakers. At the completion of the workshops referrals were made by the Coordinator of the New Directions Network to the Job Placement Office which allowed the Job Placement Clerk to assist the participants in their job search.

The Cooperative Education program is a vital part of Lake-Sumter Community College. The Job Placement service helps students locate jobs that they can work at and earn money as well as three college credits per semester. Not only does this help the Cooperative Education student, but is brings in additional funding for Lake-Sumter Community College.

On a daily basis the Job Placement Clerk assisted students at Lake-Sumter Community College in their pursuit to secure part time and full time jobs. Assistance was offered in areas such as employability skills, resume' writing and interviewing techniques.

Employers notify the Job Placement Clerk with information on available jobs. Descriptions of the jobs are written and posted at various places on the Lake-Sumter Community College campus. Students who are interested in

any of the job descriptions can then contact the Job Placement Clerk in the Career Center. After filling out a job placement form the student meets with the Job Placement Clerk. Following a screening process, the Job Placement Clerk determines which jobs might be appropriate for each student. During the Job Placement Clerk/student meeting the student is given the opportunity to get assistance with preparing his/her resume' and interviewing techniques. Detailed information on the job he/she is interested in is also given at this time. After the interview time is set the student is given a referral card stating the date, time and site of the interview. At this point it is the student's responsibility to contact the Job Placement Clerk about the outcome of the interview.

Although the interviewee is to contact the Job Placement Clerk, this is not always the case. Follow up on employers and students is a big part of the Job Placement Clerk's duties. Normally, the Job Placement Clerk calls each employer who is advertising a job position and each student who has been interviewed at least once a week. By doing this, the Job Placement Clerk is able to know which job positions are filled and which students have secured employment.

At times a student who is unsure of where he/she would like to work contacts the Job Placement Clerk. When this happens the Job Placement Clerk helps the student with job development. This consists of finding out what the student's strengths are and what his/her educational goals are. Sometimes a student will opt to use CHOICES. If this is the case, the Job Placement Clerk will assist him/her with the procedures involved in using CHOICES. After the student has an idea of the type of job he/she is looking for, the Job Placement Clerk does some research, phone calling and inquiring. If the student works closely with the Job Placement Clerk, employment can usually be found.

There were several occassions when the Job Placement Clerk had the opportunity to arrange on-campus interviews for the Lake-Sumter Community College students and graduates. A nationwide parcel delievery company conducted a very successful interview on campus in April. In May a local electrical company interviewed graduates from the Technology Department at Lake-Sumter Community College. Then in June, a nationwide hardware department store interviewed on campus. All three on-campus interviewing sessions were well received by the student body at Lake-Sumter Community College and the employers.

FINDINGS AND ANALYSIS

*Numbers served through Job Placement from March 17, 1986 through June 30, 1986:

110	Applications received
97	Job Referrals Made
67	Students Placed in Jobs

*All of the above figures are made up of Lake-Sumter Community College students, graduates and students in the New Directions Network and Job Training Partnership Act programs.

Bulk mailouts for Job Placement reached approximately 100 Lake-Sumter Community College Students.

CONCLUSIONS AND RECOMMENDATIONS

Over 100 people were served through the Job Placement Service at Lake-Sumter Community College. These people were made up of Lake-Sumter Community College students and graduates along with students from the New Directions Network and the Job Training Partnership Act programs. Approximately seventy percent of the students who saw the Job Placement Clerk were placed in jobs.

The Job Placement Clerk arranged successful on-campus interviews with three businesses. More on-campus interviewing sessions are planned for the near future at Lake-Sumter Community College.

The Job Placement Clerk plans to participate in Lake-Sumter Community College's upcoming Freshman Fair. There will be representatives from all educational departments, services and extracurricular activities on campus at the Freshman Fair. This will be an excellent time for the Job Placement Clerk to have contact with the incoming freshmen at Lake-Sumter Community College. Job Placement forms will be available at this time along with a flyer on the Career Center.

The Job Placement Clerk also plans to assist the New Directions Network and Job Training Partnership Act programs again with placement. In addition, the Job Placement Clerk will assist in any other programs that are appropriate.

With continued community outreach the Job Placement Clerk should be able to double employer contacts in the upcoming school year.

The Job Placement service is working at Lake-Sumter Community College and it is hoped that the new school year will be even more successful.

Appendix

Lake-Sumter Community College
LEESBURG, FLORIDA 32788

904-787-3747 | 748-1959 Sumter County Toll Free | 387-1011 Suncom

HAVE YOU EVER ASKED YOURSELF --

WHAT DO I REALLY WANT TO DO?
WHAT JOB CHOICES ARE REALISTIC FOR ME?
WHAT ARE MY ABILITIES?
HOW DO I FIND EMPLOYMENT?

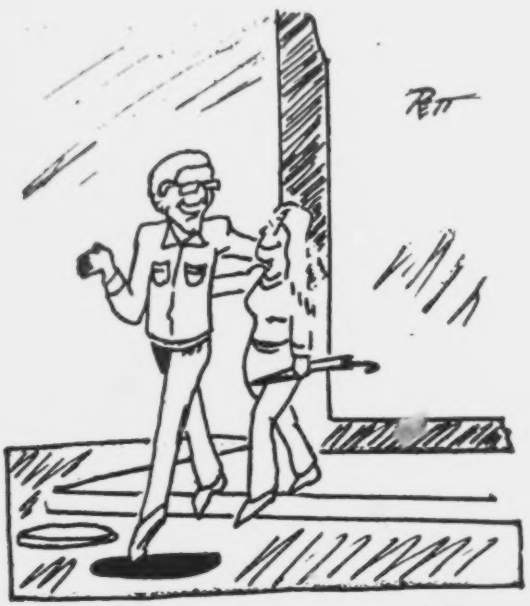
CAREER & JOB PLACEMENT CAN HELP!!!

-FREE CAREER COUNSELING TO HELP YOU IDENTIFY INTERESTS, APTITUDES, AND VALUES IN RELATION TO CAREER DECISIONS.

-CAREER INFORMATION IS AVAILABLE ON OVER 20,000 CAREER POSSIBILITIES.

-CHOICES - A COMPUTERIZED CAREER INFORMATION SYSTEM TO HELP EXPLORE OPTIONS THAT MAY BE RIGHT FOR YOU. IF YOU ARE JOB SEARCHING, CHOICES CAN HELP TOO! IT PROVIDES STATEWIDE JOB OPENINGS LISTED THROUGH JOB SERVICE OF FLORIDA.

-PLACEMENT SERVICES ARE AVAILABLE TO ALL STUDENTS LOOKING FOR EMPLOYMENT, EITHER PART OF FULL-TIME. A LIST OF CURRENT OPPORTUNITIES IS AVAILABLE FOR YOUR REVIEW.



"I'VE HAD A LOT OF LUCK WITH MY CAREER... I'VE ALWAYS JUST FALLEN INTO SOMETHING."

DON'T LET THIS HAPPEN TO YOU!!!

CONTACT:

LAKE-SUMTER COMMUNITY COLLEGE
CAREER & JOB PLACEMENT
LEARNING OPPORTUNITIES CENTER
904-787-3747 EXT. 272

An Equal Opportunity Institution

DATA SHEET

LAKE-SUMTER COMMUNITY COLLEGE
CAREER AND COOPERATIVE ED OFFICE

5900 South Hwy. 441
Leesburg, Florida 32748
904-787-3747 ext. 272

PLEASE TYPE

Personal Data

name Last	First	Middle initial	Social Sec. No.
Present Address		Present Phone #	U.S. Citizen ☐ Perm. Res. ☐ Student Visa ☐
Permanent Address		Perm Phone #	

MOST RECENTLY ATTENDED UNIVERSITY SHOULD BE LISTED FIRST

College Information

Name and Location of Colleges Attended	Date(M/Y) From	Date(M/Y) To	Credits Earned	Degree	Grad. Date Mo.	Grad. Date Yr	Academic Major
	/	/					
	/	/					
	/	/					

Honors, Activities and Organizations.

Work Preference

Brief Statement of Job Interests and or Description of Work Desired

Part-Time ☐
Full-Time ☐

Hours Available for Work?

Date Available for work.	Geographical Preferences.	Geographical Objections.

Employment Information

Employment and Business Experience(Include Permanent, Cooperative, Volunteer work)

Work Experience (Name and Address of Employer)	Job Title and Description of work	Hours a week	Dates (Mo. Yr) From	Dates (Mo. Yr) To
			/	/
			/	/
			/	/
			/	/

PLEASE COMPLETE REVERSE SIDE.

General Information

References: Such as faculty members who know you well and past Supervisors; name, title, business address and telephone number.

Other Information: List any other skills, qualifications, interests, etc. that may help assess your application.

Are you interested in the Cooperative Education Program? YES___ NO___

For more information contact the Co-op Ed Coordinator in LOC.

CONSENT TO GRANTING ACCESS TO,
OR RELEASE OF RECORDS TO, THIRD PARTIES

I hereby authorize the Placement Office, its Director and its Staff to grant access to and/or to release all materials relating to me contained in the files of said office for the purpose of furthering its efforts to assist me in securing employment, to all prospective employers except the following:

_____

_____

_____

I do not wish records released to third parties other than the following records.

_____

_____

I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to records which access has been granted or have been released to third parties prior to the date of revocation.

Signature: Date:

STUDENTS SCHEDULE

CRS ABBREV.	CRS NUM.	SECT.	CREDITS	TIME	M	T	W	TR	F	S	ROOM	INSTRUCTOR

March 20, 1986

Name
Address

RE: Job Placement and YOUR future

Dear Student:

What will you be doing after graduation? If that is a question you seem to be asking yourself lately, maybe you need to come to the Learning Opportunities Center and talk to me about your job future.

My name is Laurie Davis and I am now responsible for Job Placement. I would like to meet with you and discuss jobs that we have posted on the job board or help you with any other aspect of your job search, such as resume' writing or how to have a successful interview. Please feel free to come in and see me at any time. No appointment is necessary. My hours are 8:00 until 4:30.

Come take advantage of a service provided for you, the student, and let's answer the question of "what will I be doing after graduation."

Very truly yours,

Laurie J. Davis

Lake-Sumter Community College
LEESBURG, FLORIDA 32788

904-787-3747 | 748-1959 Sumter County Toll Free | 387-1011 Suncom

March 31, 1986

Dear Student:

My name is Laurie Davis and I am now in charge of the Job Placement at LSCC. I have been reviewing the student files and have found that your file needs to be updated. Perhaps you have found a job since you filled out a data sheet with our office. If this is the case, we would like to know what job you acquired, and if you heard about it through Job Placement. If you have not yet located a job I would like for you to come and see me at your convenience to update your file so that I will know that you are still interested in using our service.

Enclosed you will find a self addressed envelope addressed to my attention. Please fill out the bottom of this letter and either mail back to me or bring by the LOC building as soon as possible. Please let me know if I can be of any assistance to you as I am here for you, the student.

Very truly yours,

Laurie J. Davis
Job Placement Counselor

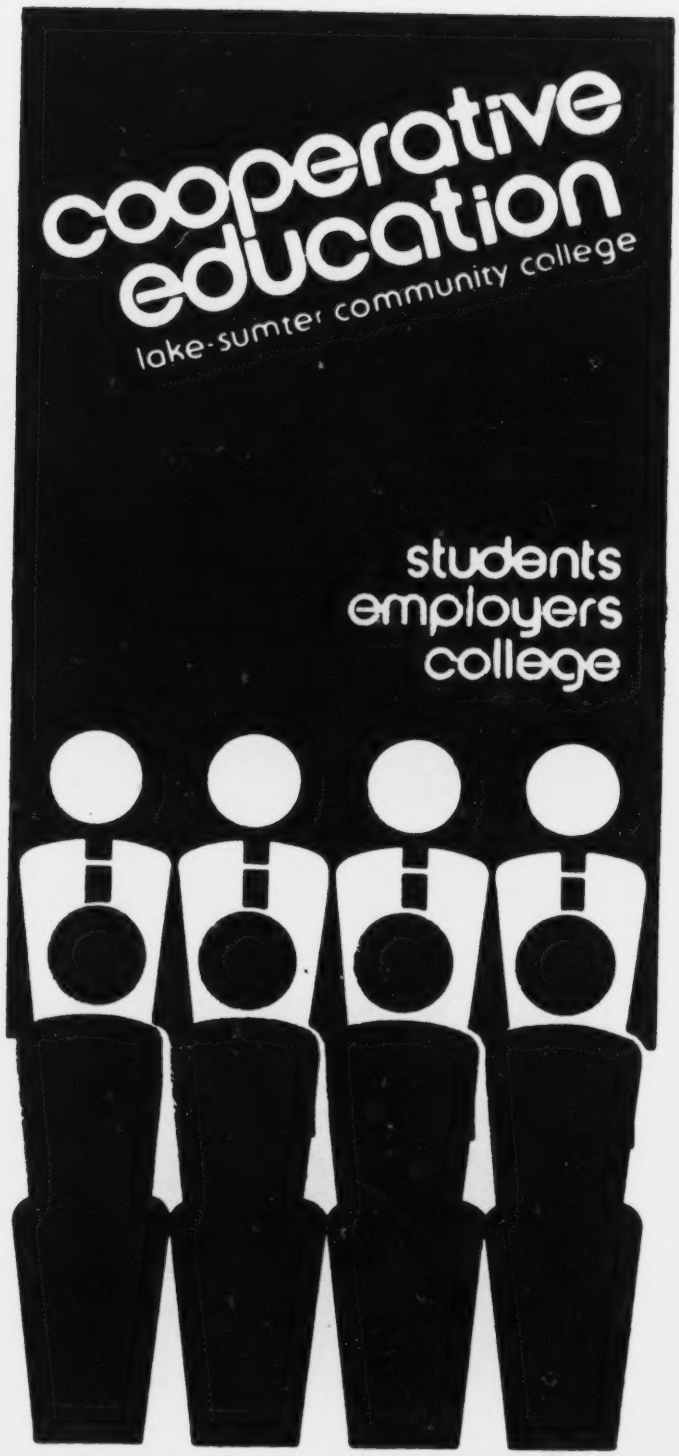
Please answer the following questions and return this part of the letter:

_____ Yes, I have found employment.

Place of employment and source you went through to find this job_____.

_____ No, I have not found employment yet and will be in soon to update my file.

_____ No, I have not found employment yet and do not wish to maintain an updated file with Job Placement.


cooperative
education
lake-sumter community college
students
employers
college

WHAT IS COOPERATIVE EDUCATION?

A program which provides students with an opportunity to combine their academic studies with paid on-the-job experience.

WHAT ARE THE ADVANTAGES OF CO-OP FOR STUDENTS?

- Assistance in job placement
- Paid work experience
- Academic credit for on-the-job training
- Practical work experience
- Potential employment contacts
- Opportunity to test career objectives
- Gives more meaning to classroom studies

WHO IS ELIGIBLE?

Any student, part-time or full-time who:

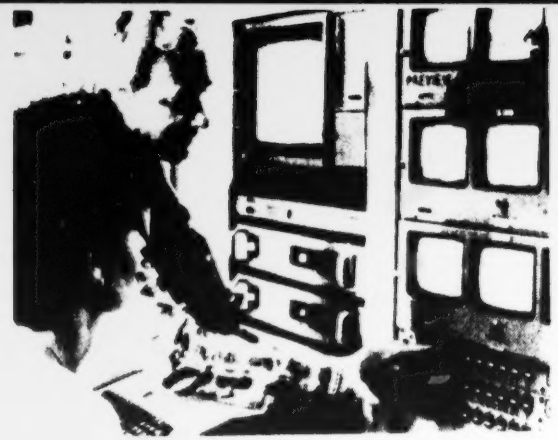
- has completed 12 semester hours
- has maintained a 2.0 grade pt. average
- has a job that qualifies for Co-op (Placement assistance is available)

WHEN TO APPLY FOR CO-OP?

Students must complete all the necessary steps through the Cooperative Education office before registering for their classes.

HOW TO APPLY?

- Contact the Cooperative Education office to obtain information on eligibility
- Complete a formal Cooperative Education application
- If unemployed, job placement assistance will be provided
- If employed, obtain approval of Coordinator in order to receive credit for the work experience
- If approved, complete normal registration procedures



WHAT ARE THE AVAILABLE JOB AREAS?

- Accounting
- Art
- Banking
- Biological Science
- Business
- Business Administration
- Chemistry
- Computer Science
- Criminal Justice Corrections
- Economics
- Education
- Engineering
- English
- Government
- Health
- History
- Humanities
- Music
- Physical Education
- Psychology
- Sociology
- Speech & Theatre

WHAT ARE THE ADVANTAGES FOR EMPLOYERS?

- Assistance in recruitment of motivated employees
- Opportunity to select and train promising employees
- Opportunity to contribute to the education process
- Provides a low-cost training program

HOW DOES THE COLLEGE ASSIST THE EMPLOYERS AND STUDENTS?

- Assistance in job placement
- Monitors employee progress
- Provides classroom instruction

FOR INFORMATION CONTACT:

Jane Miller
Cooperative Education Coordinator
Lake-Sumter Community College
Leesburg, Florida 32788
(904) 787-3747 ext. 305

Cooperative Education Office
Lake-Sumter Community College
Leesburg, Florida 32788

Bulk Rate
U.S. Postage
Leesburg, FL 32748
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PERMIT NO. 423